

## How to Use the Short-Term Rental of Various Light Duty Vehicles Statewide Contract

<b>Contract #:</b> OVM09	<b>Contract Duration:</b> 11/15/12 to 11/14/15
<b>MMARS #:</b> OVM09*	<b>Options to renew:</b> two (2) - two (2) year options
<b>Contract Manager:</b> Betty Fernandez - 617-720-3133 <a href="mailto:Betty.Fernandez@state.ma.us">Betty.Fernandez@state.ma.us</a>	
<b>This contract contains:</b> Supplier Diversity Plan (SDP), Environmentally Preferable Products (EPP) and Prompt Pay Discount (PPD) Programs	
<b>Last change date:</b> May 11, 2015	

### Contract Summary

This Statewide Contract is for the Short-Term Rental of Various Light Duty Vehicles with Enterprise Rent-A-Car and replaces the previous contract OVM02.

### Benefits and Cost Savings

- All rentals include CDW coverage
- 20 types of vehicle classes available including compact, midsize, full size 2-door, full size 4-door, minivan, SUV-Standard, SUV-Full Size, 12 - 15 passenger vans, cargo van, pick-up truck, 15' Cutaway Truck, 16' Box Truck, 24'-26' Box Truck, Hybrid Sedan
- Compact through Full Size, Minivan and SUV classes available at half-day, daily, weekend, weekly and monthly rates
- GPS and car seat can also be rented
- Additional SLP insurance and mileage overage options are available if desired

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative, Judicial Branches, including all Departments & elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public purchasing cooperatives;
07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
08. Other states and territories with no prior approval by the State Purchasing Agent required;
09. Other entities when designated in writing by the State Purchasing Agent

## How to Use This Contract?

State employees/contractors using this Contract are expected to reserve the most economical vehicle size available at the time of making the reservation. If the requested size vehicle is not available at pickup time, Enterprise will provide a larger size vehicle at the same price as the reserved vehicle.

Reservations must be made using Enterprise's website

[https://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=STOMASS](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STOMASS) or by calling 1-800-736-8222.

Each agency will be assigned an account number and a three-letter password which must be entered in order to reserve the vehicle under the rates/terms of this Contract. Any agency/entity using this Contract with a question on using the online system may contact the **Technical Support Line** at 877-858-3884 or the [live online help service](#) 24 hours.

Please note that **Hybrids** must be taken when offered to renter by the Enterprise Office. If a compact car is reserved and a hybrid car is available, users are expected to rent the hybrid car at the hybrid car rate.

### Pricing and Insurance

Pricing can be found under the vendor "Agency File" attachments labeled "Enterprise Car Rental Rates" in COMMBUYS <https://www.commbuys.com/bso/document/attachments/attachmentFileDetail.sdo>.

Rates do not include any state or local fees, including VLF, convention center fee or parking surcharge, taxes, other surcharges and/or refueling options.

\*All rates above include Collision Damage Waiver (CDW). Under the CDW policy, Enterprise agrees to contractually waive Renter's responsibility for all of the cost of damage to or loss or theft of the vehicle, or any part or accessory of the vehicle, and related costs regardless of fault or negligence. **CDW does not cover the following:**

- Damage or loss caused intentionally, willfully or wantonly by an authorized driver;
- Damage or loss occurring while an authorized driver operates the rental vehicle while legally intoxicated
- or under the influence of any illegal drugs or chemical as defined or determined under the law of the state in which the damage occurred;
- Damage or loss caused while an authorized driver is engaging in any speed contest;
- Damage or loss caused while an authorized driver is using the vehicle to push or tow anything or using the vehicle to carry person or property for hire, unless express authorized in the rental agreement;
- Damage or loss caused while an authorized driver is driving outside the United States or Canada, unless express authorized in the rental agreement;
- Damage or loss caused while the vehicle is driven, with the Renter's permission or accession, by anyone other than an authorized driver;
- Damage or loss incurred after the private passenger automobile was rented or an authorized driver was approved as a result of fraudulent information provided to the rental company; or
- Damage or loss incurred as a result of the commission of a felony by an authorized driver.

### Definitions

- **Half-Day:** Any rental that is six (6) hours or less in duration in the same calendar day, picked up and returned during normal operating hours.
- **Daily:** One 24 hour cycle.
- **Weekly:** A seven-day, 24 hour cycle.
- **Monthly:** A thirty day, 24 hour cycle.

### Mileage Caps

- ½ day, daily, weekly and monthly rates include unlimited mileage for compact, intermediate, standard and hybrid
- Monthly mileage caps over 2500 miles are \$0.20/mile after
- For 15', 16', 24'-26' Trucks only there is a charge of \$0.29/mile

### Fuel Charges

Renters will be charged for their fuel usage. Vehicles will be provided with full tanks of fuel. Renters may return the vehicle with the same amount of fuel and not be charged a fee or return the vehicle with less fuel and only be charged for the fuel that they used. The charge would be an average of the prevailing pump price in Massachusetts, which is determined and updated weekly.

### Late Returns

- There is a grace period of 29 minutes beyond the check-in time (printed on the rental agreement) during which the renter will not incur any additional charges.
- At one hour, there will be an hourly charge of 1/3 of the daily rate per hour, which will be charged until the hourly charge reaches the daily rate. At this time, a new rental day would begin as of the original contract time.

### Other Charges

- **Vehicle Licensing Fee:** \$2.40/day for all Massachusetts rentals
- **Convention Center Surcharge:** \$10.00 (Boston, Allston, Brighton)
- **Parking Surcharge:** \$0.60

### Toll Procedures

Since MassDOT no longer has toll collectors in some sections of the Mass Turnpike the following applies when using highways that requires toll payments.

- Enterprise does not provide transponders in any of the rental vehicles
- Departments will be responsible for toll payments or any related fees that apply. Service fees for tolls can range from \$13-\$20 plus the amount of the toll or citation.
- All tolls and citations are automatically invoiced to the renter.
- Please keep in mind that Enterprise's system can only pull information from the rental agreement and the driver's license information on file since these are all calculated and charged after the rental is closed out.

### Prompt Pay Discounts

Under this Contract, there will be Prompt Pay Discounts as follows:

- 2% discount for payment issued within 10 days
- 2% discount for payment issued within 15 days
- 1% discount for payment issued within 20 days

## Vendor List and Contractor Information

The awarded contractor is listed below. Please refer to COMMBUYS <https://www.commbuys.com/bsa/index.jsp> for additional vendor contact information.

<a href="#">PO-14-1080-OSD01-OSD10-00000000793</a>	Enterprise Rent A Car
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**Enterprise Rent-A-Car - SDP, EPP, PPD – VC6000244569 – Vendor Line 1**

3A Enterprise Road  
Billerica, MA 01801

**Contract Manager:** Rob Larkin  
**Phone:** 508-294-9656  
**Email:** [Robert.F.Larkin@ehi.com](mailto:Robert.F.Larkin@ehi.com)

## Additional Information

### Comments and Complaints:

Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager, noted above, and copied to the OSD Contract Manager, Betty Fernandez, at [Betty.Fernandez@state.ma.us](mailto:Betty.Fernandez@state.ma.us).

## Strategic Sourcing Services Team Members

Betty Fernandez	OSD	<a href="mailto:Betty.Fernandez@state.ma.us">Betty.Fernandez@state.ma.us</a>
Tim Kennedy	OSD	<a href="mailto:Tim.Kennedy@state.ma.us">Tim.Kennedy@state.ma.us</a>
Rika Monzillo	MHEC	<a href="mailto:rmonzillo@mhec.net">rmonzillo@mhec.net</a>
Catherine Goglia	E & I	<a href="mailto:cgoglia@eandi.org">cgoglia@eandi.org</a>
Jennifer Nisbet	E & I	<a href="mailto:jnisbet@eandi.org">jnisbet@eandi.org</a>

## Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There is one (1) vendor that has been assigned a unique Master Blanket Purchase Order (PO). Vendor(s) prices are located with each line item identified with the Master Blanket Purchase Order.

### How to place an order

Orders should not be placed through COMMBUYS at this time. Prior to the implementation of COMMBUYS Phase II (MMARS interface) the contract user guide will be revised to provide any required guidance.

### Where to find complete OVM09 contract information on COMMBUYS

If full statewide contracts details are required please refer to OVM09 files listed under the Conversion Vendor [C135732-vCurrent](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.